

From: Debbie Calhoun (8/28/96)

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8/30 agenda & 7/19 draft minutes

See you on friday 8/30.

CLASSIFIED STAFF COMMISSION

CLEMSON UNIVERSITY

EXECUTIVE COMMITTEE AGENDA

Friday, August 30, 1996, 10:00 a.m.

106 University Square Conference Room

1. Approval of Minutes
2. Announcements from the President
3. Treasurer's Report
4. Committee Reports
 - A. POLICY/WELFARE - Steve Robbins
 1. Survey
 - B. COMMUNICATIONS - Michalann Evatt
 - C. SCHOLARSHIP - Brian Becknell
 - D. MEMBERSHIP - Alexandra Barnes
 1. complete lists of University Classified Staff sorted by CSC representative printing/distribution
 - E. RECORDS MANAGEMENT - Tony McGuirt
 1. Policy Statement
 2. Categories set
 3. Sub-headings from Committee Chairs
4. Unfinished Business
 1. Commission goals and objectives.
 2. Laptop Computer
 3. Approval of Dixie Carroll's replacement
 4. University Concerns
 5. Approval of CSC Inventory
5. New Business
6. Adjournment

NEXT MEETING - TBA.

DRAFT

CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION

EXECUTIVE COMMITTEE MINUTES

Friday, July 19, 1996

President Mike Moore called the meeting to order at 10:04 a.m.

Present: Brian Becknell, Debbie Calhoun, Michalann Evatt, Tony McGuirt, Mike Moore, Steve Robbins.

Absent: Alexandra Barnes, Cal Becker, Cathy Bell, Robbie Nicholson, Dick Simmons.

What we have done: Golf Tournament, plans for next year's tournament, Q&A's, Newsletters, making headway on resolutions. Alt & Rep policy changes taking too long; we need to inform the president of us changing the status of alternates, change policy, and change bylaws.

1. The minutes stand approved.
2. President's Report:
 - A. Board of Trustees Meetings - 1. Ag and Natural Resources: Alan Wood, Chair. Persons made requests for what they wanted. 2. Budget: Dick Simmons and Scott Ludlow were there. Discussed what budget was and how it would be

distributed. Dick talked about the pay bands. Child care issue was discussed. 3. Educational Policy: Approval of Academic Council was discussed. We have ex-officio status on this council, although the board has to approve this on July 26.

B. Athletic Council will meet Tuesday; Tommy West to speak.

3. Treasurer's Report: No report.

4. Committee Reports:

A. Policy & Welfare: Next meeting 8/15.

1. Survey of all members to be handed out at CSC meeting in September. Steve to give it to Debbie by Aug. 2, to send out with CSC Agenda. Looking to have it resolved in September.

2. Tuition break - to be covered in Newsletter.

3. State Mandated Pay Raises - to be covered in Newsletter.

4. Investment of State Funds - P&W to get copy of referendum from Jim Daniels and Annual Report from State Retirement System. Tabled.

5. Safety - Table until we get a speaker. Robert Newberry suggested as speaker.

6. EPMS - Reviewer cannot change the rating given you on your EPMS evaluation by your supervisor. Reviewer may disagree with evaluation and attach a note to that effect.

7. New item: Benefit which allows state retirees to attend classes. to be pursued by P&W.

B. Communications: Minutes mailed out. Q&A to be added to September Newsletter. Will add tuition break to that. Michalann's e-mail address will be listed so that readers can send mail. Chuck Toney to interview Scott Ludlow for newsletter article. Future articles will highlight off-campus facilities, FMO employee profile, EAP, more information on pay bands and bumping guidelines. Much concern over the new titles and bands exists. Michalann to discuss with Dick and ask for list of HR contacts in the Departments for distribution.

C. Scholarship: Brian with Jeff Martin, John Loit, and Greg Russell for the golf course here at CU. Confirmed date Fridays April 18, 1997, 1 p.m. Rain date Monday April 21, 1997 at 1 p.m. Maximum 36 teams. Committee has met twice since last executive meeting. Will meet again to get promotional things together. Want to make it more of a family oriented event. Looking at having ARAMark cater Barbecue (pre-sold plates). Beer cannot be donated without their approval. Tony to get with Pat Hall for approval. Tony wants to get the rest of the golf tournament money transferred to the scholarship account. Daley not to be given any sponsorship from CSC.

D. Membership: Alexandra working on choosing replacement for Dixie Carroll.

E. Records Management: Isaac has put out e-mail to collect past records. He will go through it first to tell us what we don't need to keep. We will then call meeting and begin formulating policy.

5. Unfinished Business

A. Donations to CSC Scholarship Fund in Dixie Carroll's name: Mike to send out e-mail to entire campus and to check with Dot Burchfield as to where to address them.

B. CUBO-909 - Mike to sign, Cal to sign and myself to sign and turn in.

C. Presidential Letters have not gone out. Some supervisors have changed.

At CSC meeting, Mike to announce any supervisor changes need to be submitted to Alexandra or Debbie.

D. Wording of past motion: done.

E. Commission Goals & Objectives: Mike requested that everyone send him a list of Goals and Objectives via e-mail by July 31st. Even if it says I have no goals to submit.

F. SCSEA Cookout - Michalann to check with Robbie for actual date, if after newsletter goes out will be included.

6. New Business:

A. Benefits Fair: October 22, 1996 at 10:00 a.m. to 4:30 p.m. and October 23, 1996 at 8:00 a.m. to 3:30 p.m. Michalann to put together sign-up sheet with 2 hour time slots. Michalann to collect materials for display and door prizes. Who is your rep game suggested. Must give \$50 minimum to get new lapel pin.

B. Mike brought up complaint he received. 44 persons had received performance based pay raises on 6/28. One staff member in administration complained that they received "S" EPMS ratings and did not receive a raise.

Seems to be inconsistencies in how the different budget centers use their money, how informed supervisors are on current methods available to give raises, and who decides who gets the money. Dick is aware of performance based pays effective on 6/28. Mike to talk to Dick about this. Mike mentioned discussion of one million dollar renovation to Sikes Hall which does not help this.

C. President Curris asked what are the concerns. Mike mentioned the following concerns: when reorganization will end, when will there be some stability, privatization, communication, moral. Give this some thought and report back next meeting.

D. Next meeting will be on Friday, August 30, 1996 at 10:00 a.m. 106 University Square.

E. Mike may call us together sometime in August before exec meeting for lunch at Niffers.

The meeting adjourned at 11:40 a.m.

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Date: Wed, 28 Aug 1996 08:47:38 -0400 (EDT)
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From: Debbie Calhoun <dccal@CLEMSON.EDU>
Subject: 8/30 agenda & 7/19 draft minutes

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From: Debbie Calhoun (10/22/96)

To: MMOORE@CLEMSON.EDU, MANTONY@CLEMSON.EDU, BCALVIN@CLEMSON.EDU,
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Mail*Link@ SMTP revised minutes for Aug 30, 1996
Below you will find the revised minutes for August 30, 1996:

CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES
Friday, August 30, 1996

President Mike Moore called the meeting to order at 10:12 a m.

Present: Alexandra Barnes, Cal Becker, Brian Becknell, Cathy Bell, Debbie Calhoun, Michalann Evatt, Tony McGuirt, Mike Moore, Robbie Nicholson, Steve Robbins.

Absent: Dick Simmons.

1. The minutes stand approved as presented.

2. President's Report:

A. Athletic Council met on 8/23.

B. Budget Council met 8/15: it was an organizational meeting. Scott Ludlow is chair. Tony attended 8/29 meeting for Mike. Still getting organized; what should they do; make recommendations, determine policy, have money to decide where it should go?

C. Board of Trustees Meetings: Student Affairs Committee and Ag. Committee are to have meetings on 9/19.

D. Dr. Barker thanked all the staff for participating in the Convocation. Thanks to Michalann Evatt and Mike Bitzer for carrying the Banner and Mace.

E. President's Cabinet Meeting: 8/29 - CU spends \$3 million in airfare a year. Travel contract discussed.

F. Faculty Senate meeting date was changed. Mike did not attend. Faculty manual is being printed for revision review. Mike asked Cathy Sturkie to make sure he got a copy to review references to the Classified Staff Commission.

G. HR Advisory met 8/14 - working on EPMS.

H. Mike wrote letter to Dr. Wehrenberg to keep us in mind. Mike wrote letter to Dr. Kelley. Mike wrote letter to Dr. Cheatham, but has not mailed it yet. Dr. Rogers will be the speaker at next CSC meeting.

I. They are putting the old grade on the job postings so that persons will be aware of whether jobs are a higher or lower level than the job they currently have.

J. Complaints about Campus MCI having social security numbers. It was supplied by the State because it was in the contract.

K. Clemson Tomorrow Steering Committee: if interested in this, contact Diane Bitzer at City Hall.

L. Mike received the return address stamp from Michalann.

M. Bill D'Andrea met with Mike. Anybody can visit the Academic Learning Center. Faculty Senate is concerned that this facility does not fall under the Provost.

N. Women's Commission Appointments: Mike gave 6 recommendations; 3 on Mike's list were appointed. Sandy Smith is chair.

O. President's Council:

1. 7 cases of Meningococcal Meningitis at CU last year.

2. Minimum wage increases for students is to be covered by the administration except in auxiliary areas.

P. Mike has talked to Charlotte Holmes about inclusion of next year's golf tournament on Master Calendar. Brian to call her back and give all the details.

Q. Academic Council meets for first time on Monday, 9/3 at 8:00 a.m.

R. Computer Center has moved printers and Help Desk to Martin.

S. State vehicles are no longer required to have state seal on them. State determined it was too costly. They now have decals.

3. Treasurer's Report: This year's budget is the same as last fiscal year. Performance Credits will not be given until November. Cal has sent invoices to the Daley Corporation for two years worth of money they owe us and to 360 Communications for what they owe us. Gary Garrison and Chris Beals were both

surprised that we had not already received the money.

4. Committee Reports:

A. Policy/Welfare: Next meeting 9/10. Steve handed out P&W minutes for 8/13 with a draft of the survey.

1. State Mandated Pay Raises - need to find out who sent in question. Copy of E-mail questions on upcoming raise forwarded to Dick. Michalann to put upcoming raise information in Newsletter.

2. Draft of Survey: Much discussion followed. The following recommendations were made and approved: a. Under the section labeled REPRESENTATIVE, remove the words "As a representative" from question #2. b. Under the section labeled ALTERNATE remove questions #1 and #5, reword question #2 to read "Do you feel alternates have been less involved/able/desire to participate?", reword question #3 to read "Would this change give alternates an opportunity to become more involved?", reword question #4 to read "Would you be interested in running for Offices". c. Remove headings of REPRESENTATIVE and ALTERNATE and designate your status: Representative or Alternate. Survey was approved as amended.

3. Mark is concerned about safety. We should ask Robin Newberry to speak to the CSC.

B. Communications: Met 8/13 after regular CSC meeting. Next meeting 9/10.

1. September Newsletter: Question as to whether mail out or pick up at meeting. Have been mailed out due to timeliness of information. Mike says mail them.

2. Susan Reeves in charge of Benefits Fair. Backdrop and decorating will be done by 2 people.

3. This year's scholarship recipients? Michalann to contact Shirley Brown (5081) regarding this.

4. Brian to set up photo shoot for picture by 10/22.

5. Scholarship forms are available from Ellen Sizemore. Michalann to call her.

6. New CU SEAL lapel pins are given if a person gives at least \$50 per year to the loyalty fund. \$2 per pay period would only be \$48. Michalann to call and see if they would give them to us if person contributed \$2.

7. Wrong dates and times on sign-up form. Everyone who had signed up has been contacted regarding this, Sign-up sheet will be available at next meeting.

8. Request for current pay information by gender. Originally published by Women's Commission. Michalann to send formal request to Debbie in HR.

9. Questions on pay band increases turned over to P&W. Concerns over increases within band. Others have been told that their departments will not give any in-band increases.

10. Parking decals: off-campus employees not required to have decals.

Questions involve visitor spaces used by others on campus & if visitor spaces were being abused. Research Park employees get a gray hangtag. Employees at University Square not required to have decal, but you cannot use a university departmental placard without having a hangtag/decal. Good topic for Q&A/speaker. Michalann to talk with Joe Granger.

11. Michalann to have Chuck Toney print up list of Representatives to display at benefits fair, since printed list of representatives is outdated.

C. Scholarship: Next year's golf tournament set for Walker Course here at CU. Confirmed date Friday, April 18, 1997, 1 p.m. Rain date Monday April 21, 1997 at 1 p.m. Maximum 36 teams. They will give us carts for players and 2 for CSC use, score sheets and scoreboard. Looking at having ARAMark cater Barbecue. (Employees might want to stop by & pick up dinner this way.) Beer cannot be donated without their approval. Looking at using the putting green for the children. Next meeting TBA.

D. Membership: Next meeting in October.

1. Two items which are related are: Appointment of Dixie Carroll's replacement as Alternate to Tony and Constituent List handed out the first of this year. Groupings were arbitrary decisions. We currently have two (2) Representatives not in the areas they represent because of restructuring. A number of representatives either represent more or less than the 20% deviation from the 1-100 ratio. Person to succeed Dixie was originally in Tony's area. Due to restructuring now is in another area. This appointment will be from now until the end of 96-97 term. Alexandra's motion "to move department 5601 (4 employees) to Tony's area" was adopted. Alexandra's second motion "to appoint Joy Jetton to the alternate position in Tony McGuirt's area to finish the term of 1996-97" was adopted.

2. More frequent updates of the constituent list for the communications committee, membership committee and secretary seem to be needed. Per Mike to be printed every two (2) months. Debbie will move 5601 from its present mail

Scholarship

list to Tony's mail list. Debbie will also contact Kaye Hickman to update the intellect lists. The labels for newsletter currently are for the constituents you represent.

E. Records Management: Met 8/7. We have started to develop policies and procedures. Handed out copy of University retention schedules that would apply to our records with some modifications. Recommendation to elect or appoint a Historian/Records Coordinator will be made at a later date. Trying to come up with a purpose and statement of need for this system, what types of documents need to be kept, who keeps them, where do they need to go. Isaac is currently in possession of the records. He is putting them in order of what needs to be kept. We have come up with some major categories. We need input from committee chairs and officers on what categories should be used in your respective areas. Hope to have draft of policy to present to Exec Committee but may not be quite ready. We will meet again on 9/12. Tony requested categories that chairs felt should be included be given to him by CSC meeting on 9/10. Think about what you want to keep.

4. Unfinished Business:

A. Goals and Objectives: Mike is pleased with what was turned in. Topic was tabled. Mike will summarize the list and get it back to us by the next CSC regular meeting on 9/10.

B. Laptop Computer: Debbie brought it in from Lynn. It is a 386 with Windows 3.1, Word 2.0 & Excel. Power cord needs repair. Software can be upgraded. State contract reads that if you have a software license you can take it home and use it on your computer at home. Brian and Debbie to determine what is on Debbie's PC in office and what can be upgraded on the laptop.

C. Approval of Dixie Carroll's replacement: See Membership Committee Report.

D. University Concerns: To be included in later discussion of Goals and Objectives.

E. Approval of CSC Inventory: Laptop Computer and Backdrop. Mike signed and Debbie to send in.

5. New Business:

A. Cathy handed out revised copy of Bylaws (revised as per motion carried during 6/11/96 CSC regular meeting). Look over and e-mail her any feedback or questions. We will not print it again until after any changes are made regarding the status of alternates.

B. Tony mentioned Blood Drive to be held next Tuesday 7-11 in the Palmetto Ballroom, sponsored by Alpha Phi Omega. Dr. Keinath has been diagnosed with Leukemia and will be having a bone marrow transplant. The donated blood can be designated to go for his operation.

C. Next meeting to be at 10:00 a.m. Friday, September 27, 1996 at 106 University Square Conference Room.

D. Brian brought up the issue that staff no longer have privileges of using Redfern and the Nursing Center's services. Faculty member has mentioned to Brian that a committee is to be formed which will try to change this. Brian would like to serve on this board or panel. Redfern handles worker's compensation cases only.

The meeting adjourned at 12:26 p.m.

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Message-Id: <2.2.16.19961022173509.28ffeaa2@mail.clemson.edu>

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